




STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
540 SOUTH DUPONT HIGHWAY
THOMAS COLLINS BUILDING (D570C), SECOND FLOOR, SUITE 3
DOVER, DELAWARE 19901

FAX: (302) 744-1045

TELEPHONE: (302) 744-1035

MEMORANDUM
02-11

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director 

DATE: April 30, 2002

SUBJECT: **FIXED ASSET TRAINING CLASSES**

In response to Accounting Memo #02-04, dated November 7, 2001, state organizations identified personnel that will be attending Fixed Asset training. Training will be conducted in two phases. The first phase will address the policies and procedures to be followed and described in the new Fixed Asset Accounting Policy manual. The second phase will provide hands-on training for changes to the Fixed Asset module that are currently being made as a result of the implementation of GASB 34. This memo addresses the first phase of the training. When all system changes have been finalized, training sessions will be scheduled for hands-on training during the second phase.

Training classes will last three hours and are being offered in a morning (9 am to noon) or afternoon (1 to 4 pm) session in all three counties; with the exception of Sussex County where only a morning session has been scheduled. Classes are offered as follows:

NEW CASTLE

May 15 – Springer Building, Herman M. Holloway, Sr. Campus, 1901 N. DuPont Highway, New Castle. Morning session only, from 9 am to noon.

May 15 – Carvel State Building, 820 North French Street, Wilmington. Afternoon session only, from 1 to 4 pm.

KENT

May 10 and May 22 – Delaware State Library, 43 South DuPont Highway, Dover. AM and PM sessions are scheduled for both days.

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SUSSEX

May 16 – Georgetown State Service Center, Georgetown. Morning session only, from 9 am to noon.

Please reconfirm personnel in your organization that should attend the Fixed Asset training. Complete and FAX (302-744-1045) or email (lbrooks@state.de.us) the attached registration form to Lewis Brooks by May 6, 2002, or if you have questions, please phone Mr. Brooks at (302) 744-1039. Mr. Brooks will provide a roster of registered personnel to Business Managers, upon request.

Also attached are directions to each of the locations.

TLN:lab

Attachments

Fixed Asset Class Registration Form

Two classes are being offered each day beginning at 9 am or 1 pm (except Sussex County). Please fill in the appropriate class section below and return your registration early, as **class size is limited**. Your registration will **NOT** be confirmed. You will be contacted **only** if the class you have selected is full and rescheduling is necessary for another day or at another location.

Complete the form below indicating the date and time preference. Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number. You MUST write in AM or PM on the day of your choice, with the exception of the Sussex County class on May 16, AM only.

[illegible]

Upon completion, return this form by May 6, 2002 to:

Lewis Brooks, Training Administrator
Division of Accounting
Thomas Collins Bldg., Suite 3
Dover, DE 19901
FAX # 302-744-1045

lbrooks@state.de.us on the State banyan system

If you have questions, please phone Lewis Brooks at 744-1039

**Directions to Training Sites
For Fixed Asset Training**

NEW CASTLE

May 15 – Springer Building, Herman M. Holloway Sr. Campus, 1901 N. DuPont Highway, New Castle. Springer Building, Training Room 2.

Upon entering the Herman Holloway Campus:

First RIGHT off the circle

LEFT at the first Stop sign

RIGHT at the second Stop sign

Immediate LEFT into the parking lot of the Springer Building.

May 15 – Carvel State Building, 820 N. French Street, Wilmington, 10th Floor, State Personnel Office Training Room.

This is a security-controlled building. If you do not have a state identification badge, you will need to register and forfeit your driver's license upon entry into the building. Your license can be picked up when you sign out and exit the building.

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May 10 and May 22 – Delaware State Library, 43 South DuPont Highway, Edgehill Shopping Center, Dover, Training Room B.

Located at the corner of Routes 13 and 8 or DuPont Highway and Division Street

SUSSEX

May 16 –Georgetown State Service Center, 546 S. Bedford Street, Georgetown. Public Health Conference Room.

Located at the intersection of Route 113 and Shortly Road – across from the DE State Police Barracks

Ask for room directions at the Information reception counter.

For more specific directions, please phone Lewis Brooks at 744-1039.